

**BIRCHFIELD NURSERY SCHOOL**

**HEALTH AND SAFETY**

**POLICY DOCUMENT**

**Signed \_\_\_\_\_**

**Health and Safety Governor/Chair of Governors**

**Adopted at Governing Body Meeting \_\_\_\_\_**

# **Birchfield Nursery School**

## **Health and Safety Policy**

### **Overview**

The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected.

The full policy and risk assessments are kept in the Health and Safety file in the office.

### **Purpose**

To provide the necessary authority and support for staff as they make their respective contributions to health and safety.

To set out duties and responsibilities.

To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.

To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

### **Guidelines**

Guidance issued by the LA via the Borough health and safety advisor, will be given to the governing body. It is considered the responsibility of the governing body to ensure that the school considers the guidance given and complies with statutory requirements by taking relevant action. The role of the governing body is then to monitor the implementation of the policy.

Visitors, contractors and users of the premises, other than pupils, require special consideration. Contractors and hirers must be able to satisfy the school on their competence to pursue their activities safely and make adequate arrangements for fire and other relevant emergency precautions.

### **Policy Review**

The Head will monitor the effectiveness of health and safety arrangements. This will include meeting with staff at least annually to review past performance and incident statistics and to identify any exceptional future health and safety expenditure.

## **FOOTNOTES**

### **Standards**

Staff are expected to be aware of relevant standards issued or commended by the LA and should have ready access to the documents. Where no such guidance has been given, risks should be controlled by considering the following three steps:

- Identify hazards - those aspects which have the potential to cause harm.
- Assess risks - the likelihood of injury coupled with its severity.
- Take precautions - appropriate to the level of risk established.

### **Consultation and Advice**

Employees with observations or queries should normally raise them with the Head or the designated member of staff. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Head.

### **Accident Reporting**

Reports of injuries will be recorded promptly, in accordance with detailed advice given in the LA Health and Safety Manual 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.' P16.

The Nursery holds a Minor Accident Record File to log minor bumps. Parents/carers will be informed of the incident and asked to sign the form, they may also have a copy of the form if requested. Parents of children with head injuries will always be informed in writing stating action taken. Accident forms will be returned to the LA for all serious accidents. These will be reported at Governors meetings.

The emergency exits are signed. All wet areas are covered with non-slip surfaces. A list of first aiders is displayed in the kitchen. Fire procedure notices are displayed in every room.

The caretaking chemicals are kept in a locked cupboard and are accessible to only those with authority.

The Fire Regulations are visible to all and regular emergency evacuation procedures are undertaken.

All staff are aware of positioning of fire extinguishing equipment, which is serviced on an annual basis. Notices are also clearly displayed around the building.

The Nursery has 2 First Aid at Work qualified staff Mrs Byrne, and Mrs Millington, all other staff have been trained in Paediatric First Aid, Fire extinguisher training and food hygiene.

The schools first aid boxes are available to all staff and has contents which comply with current procedures. Named first aider, Mrs Byrne is responsible for ensuring sufficient equipment is available and in good order.

### **Medicines, Food Hygiene and Allergies**

Generally, medicines are not administered to children by staff. Parents with children requiring antibiotics are advised to keep their child at home until the course has been completed. The needs of other children requiring regular medication (i.e. for cystic fibrosis, diabetes etc.) must be discussed with the Head Teacher on an individual basis. Every effort will be made to meet these needs. Parents must sign an authorisation form for medication.

Nursery School has an asthma policy which:

- ❑ Welcomes all pupils with asthma;
- ❑ Encourages and helps children with asthma to participate fully in all aspects of school life;
- ❑ Recognises that asthma is an important condition affecting many school children;
- ❑ Recognises that immediate access to inhalers is vital.
- ❑ Does all it can to make sure that the school environment is favourable to children with asthma.
- ❑ Asthma inhalers are dealt with on an individual basis.

Food for children's snacks is always purchased fresh from reputable firms and milk delivered daily. That which is not required immediately is housed in a refrigerator kept at the recommended temperature.

Children with food allergies are recorded in the medical register and on the fridge in the kitchen. This information is given to all staff via staff meetings.

Children and staff follow the rules of hygiene when dealing with consumables.

All equipment is inspected and serviced annually. Any items which cause concern to staff are removed from general use immediately until the Head Teacher can inspect and make a decision on necessary action.

### **Travel and transport**

All journeys will be made with reputable transport companies on coaches with seatbelts fitted, in accordance with Halton's School Visits policy.

Staff are informed that business cover is necessary on their car insurance if they are to use their car for official business in school time. Children or parents **must not** be transported by a member of staff unless they have business cover.

### **Water Hygiene**

The Head Teacher and Caretaker have been trained in legionella protection. A water treatment company monitor the system and disinfect it annually.

## **Monitoring and Review**

The Head Teacher will monitor the effectiveness of the policy. This will include meeting staff on an annual basis to discuss accident/incident statistics and any trends which may have developed.

Staff with particular health and safety concerns are required to raise the issues in the first instance with the Head Teacher. Alternatively staff may contact their Trade Union Safety Representatives.

## **ORGANISATION**

### **Rationale**

It is the entitlement of all pupils, staff, parents and visitors to a safe and healthy environment.

### **Purposes**

- to ensure a safe environment
- to ensure strict hygiene routines
- to maintain First Aid procedures
- to ensure Emergency Fire precautions

### **Organisation and Implementation**

A nominated person will be responsible for maintaining good practice (Head Teacher).

All staff will:

- ensure daily that their work area and equipment is safe.
- report to nominated person any area of concern.
- All large P.E. apparatus and outdoor play equipment will be inspected annually by safety experts.

It will be ensured that:

- toilet areas are cleaned daily.
- hot water, soap and towels are available.
- good personal hygiene is taught and practised.

All First Aid boxes will be maintained with sufficient quantities of suitable materials for treating minor injuries.

Cover will be available in order to:

- administer First Aid.
- contact parent or guardian.
- to arrange medical assistance.

Any approved medication must be:

- discussed and approved by Head Teacher/First Aider.
- written consent and instruction is obtained from parents.
- use of medication is notified to parents after each use.
- all medicines are stored safely out of children's reach.
- the statutory number of qualified First Aiders will be maintained with in-service. One qualified First Aider plus one Emergency Aider.

Details of accident will be recorded as soon as possible. Sheets to be kept in 1<sup>st</sup> Aid cupboard.

All portable Fire extinguishers will be maintained with an annual safety check by experts.

All fire exits are marked, unlocked daily and access is clear.

All staff will:

- have clear instructions in the event of an emergency evacuation.
- carry out regular fire drill procedure.

### **Training, Instruction and Competence**

The successful implementation of this policy depends upon the knowledge and skill of all staff. It is a fundamental responsibility of all staff to ensure that employees, pupils and helpers under their direction are competent for the tasks they are called on to perform.

List of Personnel.

- Person nominated to monitor H & S Policy – Head Teacher
- First Aiders – Liz Byrne certificated (1st Aid at Work 3 yearly)  
Karen Millington certificated
- Paediatric 1<sup>st</sup> Aid – All staff (3 yearly)
- H & S representative – Lesley Swindley
- Fire representative – Liz Byrne
- Fire awareness – All staff trained
- Lifting and handling – All staff trained
- Small holds – All staff trained
- SCIP/Behaviour Management – All staff trained
- Food Hygiene – Teaching assistants and assistant Head qualified

This policy links closely to the safeguarding policies and procedures kept in the safe guarding file in the office.

## **BIRCHFIELD NURSERY SCHOOL HEALTH AND SAFETY RISK ASSESSMENT**

Our serious risks are	We will control the risk by:
Electric shock	Having equipment checked at intervals in line with the county Council guideline. Each member of staff to examine the condition of lead and plug before using.
Scalding	The kettles will be located away from doors and main passage ways on a table top sufficiently high that the kettle will not be kicked or knocked. No hot drinks during session unless in staffroom or in cups will safety lids to prevent spillage.
Slipping and Tripping	Staff will be responsible for keeping their own areas free of tripping hazards and reporting problems they can't solve.
Lifting and Handling	Completing the assessment in the County guideline with particular regard to keeping weights below the threshold levels it specifies.
Physical attack	Ensuring that anyone dealing with the public will have training when available to know how to avoid raising the 'temperature' and how to withdraw. All incidents are to be reported to the team leader.
Falling from heights	Using appropriate equipment e.g. kick-stools
Fire/bombs	Ensuring that all staff know as individuals what to do in the event of a fire (a) for giving the alarm (b) for search/evacuation (c) for fighting the fire.
Sudden illness/accident	Staff knowing how to summon help and how to avoid making the problem worse.
When contractors are present	Liaising with them to establish extra hazards and appropriate precautions.

**If other serious risks exist, or different precautions are adopted, continue this list on an additional sheet.**

See Risk Assessment file for current documents.



## Routine Inspection

Name of Section .....

Date of inspection ..... Person inspecting.....

Item to be controlled:	OK?	Remarks
Electrical	√	Annual PAT testing
Kettles	√	All staff to check
Computer equipment	√	
Workstations	√	
Filing facility	√	
Kick stool/ladder	√	
Obstructions and poor housekeeping	√	See room organisation
Fire evacuation drill	√	In fire file
Bomb alert		
First Aid Box	√	LB annual refill
Lighting		
Temperature	√	Caretaker
Ventilation e.g. windows which open		
Chemicals and flammable		
Passageways	√	
Lifting and Handling	√	All staff trained
Protective clothing/gloves	√	Caretaker
Using office machines		Reviewed regularly
Working methods for hazardous tasks	√	
Furniture	√	
Overcrowding	√	
Food hygiene – cups etc. washed up?	√	
Sanitation facilities	√	
Glazing – e.g any repeated accident damage?	√	
Window cleaners and other contractors	√	
Cleanliness and removal of daily waste	√	All staff
Slipping/Tripping hazards	√	
Health and Safety briefing – available for new starters	√	
Medications (asthma)	√	First Aid cupboard see H & S Policy